



How to Report Strike Participation

Log into AberPeople through the University's Human Resources page.

Select **your employment** and then **absences**.

This screenshot shows the 'Absences (AB)' page in the AberPeople system. On the left is a navigation menu with options like 'Your employment', 'Your personnel information', 'Absences', 'Payslip', and 'Options'. The 'Absences' option is highlighted. The main area has a toolbar with 'Save', 'Clear', 'Documents', 'Export', 'Open previous absences', 'Add to shortcuts', 'Help', 'Home', 'Icons and navigation keys', and 'UNIT4Ideas'. Below the toolbar is a section for 'Balances' and a table for 'Absences'. The table has columns for 'Workflow state', 'Resource ID', 'Absence code', 'Position', 'Absence reason', 'Date from', 'Date to', 'Open', 'Time from', 'Time to', 'Hours', 'Percent', and 'Status'. Below the table are buttons for 'Add', 'Delete', 'Draft', and 'Ready'. There are also input fields for 'Absence entry' and 'Details'. The footer shows 'Agresso Business World TP5023 100804 AB'.

Click to add a new absence:

This screenshot is similar to the previous one, showing the 'Absences (AB)' page. The 'Add' button in the toolbar is highlighted with a yellow circle, indicating the next step in the process. The rest of the page, including the navigation menu, table, and footer, is identical to the previous screenshot.

Enter the details into the following screen:

Absence entry

* Resource ID 100804 Joe Bloggs	* Absence code [dropdown]	* Status Active	
* Date from [calendar]	* Date to [calendar]	Time from 00:00	Time to 00:00
Percent 100.00	Days 0	Hours 0.00	Planned hours 0.00

Details

Aaresso Business World TPS023 100804 AB

If you were on strike select **Strike**

Absence entry

* Resource ID 100804 Joe Bloggs	* Absence code STRIKE On Strike	* Status Active		
Position 10007 Technician	* Date from 19/09/2014	* Date to 19/09/2014	Time from 09:00	Time to 16:30
Percent 100.00	Days 1	Hours 6.50	Planned hours 6.50	

If you were not working normally due to a strike select **NWNStrike**

Absence entry

* Resource ID 100804 Joe Bloggs	* Absence code NWNSTRIKE Not Working Normally Due to Strike	* Status Active		
Position 10007 Technician	* Date from 19/09/2014	* Date to 19/09/2014	Time from 09:00	Time to 16:30
Percent 100.00	Days 1	Hours 6.50	Planned hours 6.50	

Details

Then click **Ready** followed by **Save**

Add Delete Draft Ready

Absence entry

* Resource ID 100804 Joe Bloggs	* Absence code NWNSTRIKE Not Working Normally Due to Strike	* Status Active		
Position 10007 Technician	* Date from 19/09/2014	* Date to 19/09/2014	Time from 09:00	Time to 16:30
Percent 100.00	Days 1	Hours 6.50	Planned hours 6.50	

Details

You can check to see what absences you have recorded by clicking **Open Previous Absences**

Thank You